



Product Development in 21st Century

N·P·S

Naval Postgraduate School
Monterey, CA.

Master of Science
in
Product Development
or
Systems Engineering &
Management

Application

PD21 Application

General Criteria

For Admission

Each candidate must:

- Hold an undergraduate degree in engineering or a related scientific or technical field with a minimum GPA of 3.0. (Exceptions will be considered on a case-by-case basis)
- Be sponsored by an employer committed to supporting the student's full participation in the program.
- Have a least five years experience directly related to product development. (three years for candidates that hold a masters degree)
- Complete all application materials by the appropriate deadline.
- Have a personal interview with the PD21 selection team (on campus, in the field or by phone).

Note: sponsoring commands or companies may have additional requirements. Please contact your organization educational representative for specifics.

Admission Deadlines

Contact your organization educational or training representative for internal deadlines. NPS must receive completed materials by August 15, 2003. (Deadline can be extended by contacting the PD21 program office but NLT 10 September and subject to seat availability)

A Complete Application Consists of:

1. Your completed PD21 application form, including a signature on the endorsement form from an authorized representative of the sponsoring organization.
2. Your official transcripts for all undergraduate and graduate work completed.
3. At least one letter of recommendation from a colleague or other professional association.
4. A copy of your current resume.
5. A personal interview with an MPD admissions team member will be conducted sometime after receipt of application and before notification of formal acceptance.

You are responsible for assembling and submitting all parts of the application.

Note: If you are unable to obtain some part of your application, attach a note of explanation to your application form and indicate which part(s) of the application will be arriving separately. While the missing information may delay the application process, it will not jeopardize your chances of being admitted. A complete application is required before formal acceptance can be given.

Application Instructions

Please follow carefully the step-by-step instructions below for completing your application.

Please be sure to use the same name and same spelling of your name on all forms, records and correspondence. Please include your Social Security number on all forms and correspondence to assist processing.

Route your application packet through your education or training representative as part of your organization's internal selection process. (Note: If you don't know who your representative is, ask your supervisor or contact the PD21 program manager and academic associate, Dr. Wally Owen, at (636) 925-2982). Sponsored applications should then be sent to:

Naval Postgraduate School PD21 Program Office

Attn: Dr. Benjamin Roberts
777 Dyer Road, Code 97
Monterey, CA 93943

(1) PD21 Application Form

Fill out the enclosed admission application form completely. An authorized senior representative and immediate supervisor of your organization must sign and endorse the application form.

(2) Official Transcripts

Official transcripts of all college work, including any graduate or undergraduate study, are required. You must provide official transcripts or notarized certified copies, not photocopies.

To obtain transcripts, contact the undergraduate and graduate institutions you attended and ask the registrar (or other appropriate school official) to send your official academic transcripts directly to our PD21 program office address listed above. Any transcripts stamped "Issued to Student" cannot be accepted for formal admission but will be accepted for tentative selection and should be included in your application.

Each transcript should indicate years of attendance, subjects studied each year, and the grade earned in each subject. A key to the grading system should also be included.

(3) Letter of Recommendation

Applicants must submit at least one letter of recommendation from a colleague or other professional association. Provide your colleague or professional associate one of the recommendation forms enclosed in this publication and a self-addressed envelope with proper postage.

Instruct them to 1) seal the completed recommendation form inside your self-addressed envelope; 2) sign or stamp across the sealed flap to ensure the contents' confidentiality; and 3) return the envelope to you.

The sealed envelope containing the recommendation should be submitted with the rest of your application materials or can be sent directly to the PD21 office.

(4) Resume

All applicants must submit a current resume.

Acknowledgement and Verification

You will receive acknowledgement once NPS has received your application. This notice will also tell you if any necessary items are missing from your file. Since this is a sponsored program, most organizations will conduct an internal selection process before forwarding applications to NPS. It is recommended that sponsors use this application and any other required forms to conduct their internal selection process.

Once NPS receives your application, a PD21 program office representative will contact you for a personal interview and a PD21 Academic Review board will be convened to evaluate your eligibility for admission. You will be notified of your admission status after the review board.

For information concerning the status of your application, or for further information about the application procedures, contact the PD21 Office, at **831-656-2792** or email mpd@nps.navy.mil.

Please print or type all responses. Return to your organization representative or to the NPS PD21 office.

 Social Security Number

 Birth Date

 Male

 Female

 Name (last) (first) (middle)

 Home Address (number and street) City State/Province Zip Code/Postal Code

 County (if New York State) Country (if other than United States)

 Home Telephone (area code & number) Business Telephone (area code & number) extension

 Fax Telephone (area code & number) E-Mail Address

If name changed, list previous name _____

Business Name/Title _____

 Business Address (number and street) City State/Province Zip Code/Postal Code

Are you a U.S. citizen ☐ yes ☐ no
 If no, please indicate the type of visa you have.
☐ Student (F) ☐ Exchange Visitor (J) ☐ Other (please specify) _____

Country of Citizenship _____

 City and Country of Birth (City) (Country)

ACADEMIC STATUS

Have you previously applied to NPS? ☐ Yes (academic year) _____ ☐ No

Do you attend NPS? ☐ Yes (academic year) _____ ☐ No

Are you currently attending a college or university? ☐ Yes If yes, indicate type: ☐ 4-year ☐ Graduate School
☐ No

Please list other colleges and universities to which you are applying:

EDUCATION

Section A (for applicants who are *currently* attending a college or university)

Please enter undergraduate and/or graduate-level courses (1) in which you are currently enrolled, and (2) which you will take before enrolling at NPS.

Name of Institution currently attending: _____ Program/major: _____

Credit hour system used at current institution: ☐ Semester hours ☐ Quarter hours Other _____

Calendar year _____ Quarter or Semester: Fall ☐ Winter ☐ Spring ☐ Summer ☐

COURSE NUMBER	COURSE TITLE	CREDIT VALUE

Section B (All Applicants)

Please list all colleges, universities and graduate schools you have attended (including NPS):

Name of Institution	Location or Branch	Dates Attended	Credits Earned	Degree(s) Received or Expected & Date	Major Field

Section C Personal Statement (Print neatly or type double-spaced)

Please provide a personal statement addressing the following (attach additional sheets if you need more space):

1. Why you are applying to the PD21 program and what are your expectations upon graduation, both short term and long term?
 2. Why do you want to attend NPS?
 3. Describe the personal, professional, and "non-academic" qualities you will contribute to the learning environment in the PD21 program.
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Signature _____

Date _____

Section D Command Endorsement (To be carefully read and understood by an authorized senior representative of the applicant's organization)

Name of Applicant _____

Sponsoring Organization (Company, Division) _____

If applicant is accepted to the NPS PD21 program, the sponsoring organization understands the obligations necessary to support a student in the program. The organization agrees to release the student from job responsibilities on class days and for other authorized events to include kick-off week in Monterey, CA, 1-2 field trips and a graduation ceremony. It is also understood that a student will make a significant investment in time to study and be prepared for each course and that the local command has compensated the individual appropriately to carry out these requirements. Similarly, the student should understand their obligations to the organization and the course of study. I hereby endorse this individual's application for the PD21 program and wholeheartedly support my command's investment in this program and individual.

Authorized senior representative of sponsoring organization (please print or type)

Name _____

Title _____

Company _____

Telephone _____

Extension _____

Email _____

Signature _____

Date _____

Additional Comments:

Section D Supervisor Endorsement (To be carefully read and understood by the applicant's immediate supervisor)

If applicant is accepted to the NPS PD21 program, I understand and agree that the student will be released from job responsibilities on class days and for other authorized events to include kick-off week in Monterey, CA, 2-3 field trips and a graduation ceremony. As this individual's supervisor, I will do everything possible within my power to maximize their participation and experience in this highly demanding and challenging program. By doing so, I realize this upfront investment in the individual's education and professional development has the potential to provide significant future benefits to my organization and the United States. I hereby endorse this individual's application for the PD21 program and wholeheartedly support my command's investment in this program and individual.

Applicant's immediate Supervisor (please print or type)

Name _____

Title _____

Company _____

Telephone _____

Extension _____

Email _____

Signature _____

Date _____

Additional Comments:



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Recommendation Letter

To the Applicant: Fill in your name, social security number, and address. This form should be given to your chosen supervisor. For the convenience of the person completing this form, please fill in the section below by typing or printing. Have the recommender return this form to you in your self-addressed envelope, sealed, with his or her signature written across the seal.

Name	(Last)	(First)	(Middle)	Applicant Social Security Number
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Address	(number and street)	City	State/Province	Zip Code/Postal Code
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Home Telephone (area code & number)

Under the provisions of the Family Educational Rights and Privacy Act:

- ☐ I have retained my right of access to this recommendation.
☐ I have waived my right of access to this recommendation.

To the Recommender: In the space below, continuing on reverse side of this page if needed, please comment on the applicant's aptitude for graduate study in product development. How long and in what capacity have you known this candidate? The applicant's career development, leadership ability, intellectual capacity, and character are some factors you may wish to include in your comments. Your prompt completion and return of this form to the applicant in the supplied envelope will be appreciated. Thank you.

Name (please print)	Title	Date
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Signature	Company/Division
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Signature	Company/Division
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APPLICATION SURVEY

We would appreciate it if you would return this form with your application for the PD21 degree program. Your answers will help us determine the efficient use of our resources and the effectiveness of different marketing approaches for our program.

Please check the most appropriate answers. More than one answer may apply.

1. How did you first learn about the NPS PD21 program?

☐ Brochure ☐ My Organization ☐ Friend ☐ Faculty
☐ Coworker ☐ NPS Alumni/Alumnus ☐ Seminar ☐ Newspaper
☐ PD21 Student (MIT, RIT, UDM or NPS) Name: _____
☐ Other: _____

2. Who is paying the cost of the program?

☐ My department or project ☐ My business unit
☐ Corporate level program (e.g. tuition reimbursement)
☐ Other (please explain) _____

3. Does your organization require any commitment from you in allowing you to attend the program?

☐ Extra time required on the job. ☐ Give up vacation time.
☐ Commitment to remain with organization for specified time after completing my degree.
☐ Don't know.
☐ Other (please explain) _____

4. Please mark your reason(s) for entering the program

☐ Desire to develop cross-functional and enterprise-wide perspective and skills.
☐ Obtain a position in product development leadership.
☐ Currently in a product development leadership position, seeking career advancement.
☐ Management's recommendation.
☐ Other _____

5. Other comments you may have about how you were attracted to this program:

Name: _____ Date: _____

Thank you for your time in filling out this form!